

# Introduction to The University of East London's Alumni Advisory Board

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Wednesday 27<sup>th</sup> June, 2018.

# Agenda Items:

17:15 – 17:45	Welcome drinks and nibbles
17:45 – 18:00	Welcome to the Alumni Advisory Board and University Update - Geoff Thompson, Chair, UEL Board of Governors
18:00 – 18:15	Introduction to the Centre for Student Success - Charles Prince, Director of the Centre for Student Success
18:15 – 18:30	Introduction to the Alumni Network - Charlie Werren, Alumni Engagement Manager
18:30 – 18:45	Break
18:45 – 19:30	Terms of Reference presentation and discussion - Charlie Werren, Alumni Engagement Manager
19:30 – 19:45	Q&A session
19:45 – 20:00	Closing remarks

# Geoff Thompson, MBE FRSA DL Chair UEL Board of Governors

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Welcome to the Alumni Advisory Board  
and University Update



# Charles Prince, Director of the Centre for Student Success

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Introduction to the Centre for Student Success



# Charlie Werren, Alumni Engagement Manager

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Introduction to the Alumni Network





# Alumni Network

90,000  
Graduates  
on record

Graduates  
based in over  
160+ Countries

A large number of  
Engaged Alumni  
offering their time as  
UEL Ambassadors

Lifelong mutually  
beneficial  
partnership





# **University of East London Alumni Advisory Board**

## **Terms of Reference 2018-2019**

# Overview of the Alumni Advisory Board:

The Alumni Advisory Board (AAB) will exist to advise on university wide projects and initiatives. The AAB will represent the voice of the UEL alumni community across these projects and initiatives. AAB members are privileged volunteers that are expected to provide informed advice and feedback. The board will serve to further strengthen the relationship between the alumni community and the University of East London.



# Objectives:

- To represent the interests of The University of East London Alumni through discussions at board meetings. The board will provide advice on an extensive range of matters that are of interest to alumni, and support the strategic objectives of the Alumni Engagement team and the wider university
- To advise the Alumni Engagement team on how it can best ensure graduates continue to actively engage with, and be an essential and knowledgeable resource to The University of East London and provide the Alumni Network a clear voice
- To increase alumni awareness and involvement



# Membership and Recruitment:

- Alumni are invited to join the AAB on an annual basis
- It is required that there are minimum of five members on the AAB
- Members will serve on the board for a minimum of one year. Members are able to serve for more than one year up to a maximum of three years
- The Board should contain a balanced representation, for example University School/Class, age profile and interest group
- AAB members will get the opportunity to put themselves forward to the roles of Chair and Vice-Chair, if there are more people that wish to take on one of the above roles then there will be a vote to decide the roles
- The terms of reference will be reviewed periodically



# Board Members and Responsibilities:

- **AAB Members** - AAB Members are expected to attend AAB meetings and represent the voice of the Alumni Community. They are expected to give constructive feedback on the meeting topics and provide their knowledge and experience. They will also be required to elect the Chair and Vice-Chair of the AAB and be seen as an Ambassador of the University of East London.
- **AAB Chair** - The Chair of the AAB will be expected to carry out the same duties as the AAB Members, but also be seen to lead the AAB Members and work closely with the Director of Student Success and the Alumni Engagement Manager in regards to the AAB and the Topics to be discussed.
- **AAB Vice-Chair** - The Vice-Chair will be expected to carry out the same duties as the AAB Members, but also be seen to assist and deputise for the Chair of the AAB.



# Board Members and Responsibilities Continued...

- **Director of Student Success or nominee**

The Director of Student Success or nominee will be responsible for representing projects and initiatives being put forward from their area.

- **Heads of Student Success or nominee**

The Heads of Student Success or nominee will be responsible for presenting projects and initiatives being put forward from their area.

- **Alumni Engagement Manager or nominee**

The Alumni Engagement Manager or nominee will be responsible for presenting projects and initiatives being put forward from their area.

- **Senior Alumni Engagement Officer**

The Senior Alumni Engagement Officer will be responsible for supporting the AAB in regards to administration and will take minutes at the meetings.

# Board Meetings:

The Board members are expected to attend a minimum of two Board meetings per year in person. Members are encouraged to use facetime/skype to attend others. Further meetings may be convened, if deemed necessary, by the Board.

Board meetings will be attended by all outlined in the Board Members and Responsibilities section.

Other University Officers will be invited to attend as deemed necessary.



# Expenses Policy and Guidelines:

Members will be able to claim for out of pocket travel expenses accrued in getting to and from board meetings in accordance with the University guidelines.





**Where your opinions are important.  
Change starts here.**

**Questions?**